

TENANCY OPTION FORM

Property: _____

Property Manager: _____

Please tick appropriate box and return to the office by, fax email or mail, as soon as possible.

- I/We wish to enter into a **new tenancy agreement** for a fixed term of 6 / 12 month lease (please circle), subject to landlord's approval.
- I/We would like to continue my/our tenancy on a **month-to-month basis**, acknowledging that I/we must give a full 28 day written notice if I/we decide to vacate.
- I/We hereby give **notice of intention to vacate** the property at the expiry of the current agreement namely the <<LEASE EXPIRY DATE>>. Or, alternative date (after lease expiry) : _____. (This notice is compulsory under the Residential Tenancies Act 1997, taking into account a minimum of 28 days notice in writing).

Electronic Communications

As our preferred method of issuing new leases is electronic, we require the consent (from each tenant) to accept an electronic signature should you be requesting a new lease. Please tick if you accept electronic communication.

- (a) *The tenant(s) acknowledges that in accordance with the Electronic Transactions (Victoria) Act 2000, the Agent may send some Notices and documents via electronic means; and agrees that this is a valid form of notice in writing in accordance with the Act.*
- (b) *By responding to this email, the tenant(s) agrees to and consents to the use of electronic communications in accordance with the Electronic Transactions (Victoria) Act 2000.*
- (c) *The tenant(s) acknowledges that the contact details provided in the original application (and in this email) will be used by the Agent/Landlord for the purposes outlined above and that it is their responsibility to notify the Agent/ Landlord, in writing; of any changes in their contact details and that any failure to do so shall not render notice invalid.*

Name: Signature Date Electronic

Name: Signature Date Electronic

Name: Signature Date Electronic

Name: Signature Date Electronic